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**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #42**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: September 29, 2005

SUBJECT: **Monitor Staffing Standards for Sponsors of Centers and Homes**

The Interim Rule, *Implementing Legislative Reforms to Strengthen Integrity*, published June 27, 2002, implemented new standards for sponsors on monitoring their facilities.

Center sponsors are required to devote one FTE staff year to monitoring for every 25-150 centers. Sponsors of homes must have staff equal to one FTE for every 50-150 home sites. This standard will be used in the evaluation of the Performance Standard, *Administrative Capability*. A full-time equivalent staff year, or FTE, is the amount of work that one person, working full-time (40 hours per week) would perform in a year.

If the sponsor meets either the 50 home or 25 center threshold, the Michigan Department of Education will utilize the staffing standard for the most common type of facility operated by the sponsor.

Persons called "monitors" often perform both monitoring and non-monitoring duties. They might also be called "Program specialists" because they perform a variety of functions including monitoring. In addition, supervisory, management, or administrative staff may spend a portion of their time dealing with monitoring-related issues.

The sponsor's compliance is determined mathematically by adding up all the staff years spent on the monitoring function and dividing that number into the number of facilities the sponsor administers. We strongly recommend that job descriptions include the percentage of time each staff person devotes to monitoring-related activities.

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Often, sponsors actually operate the Child and Adult Care Food Program (CACFP) in fewer facilities than the total number of homes and centers with which they have agreements. Each sponsor should determine the average number of facilities that were *claimed* in the previous fiscal year. That number will determine the number of required monitoring FTE's.

It is possible that the Michigan Department of Education could increase the FTE requirement for a particular sponsor, due to other circumstances such as the geographic dispersion of facilities (i.e., one FTE for each 100 facilities).

Staffing standards that the Michigan Department of Education considers includes:

- The geographic location of facilities (rural, urban, or both)
- The geographic dispersion of facilities (clustered in a particular area, or widely scattered)
- Previous CACFP review results
- The experience level of providers and monitors

Monitoring-related activities include:

- Monitoring: all activities related to conducting on-site reviews, including planning and scheduling; pre-review preparation; travel; supervisory oversight of monitors; writing review reports; conducting follow-up reviews; and activities related to the serious deficiency process
- Parental contacts: conducting parent contacts or parent surveys to help determine the validity of a provider's claim
- On-site/other training: all on-site training that occurs during a facility review
- Technical assistance: if provided during a review
- Claims processing: menu reviews to determine claim accuracy and meal eligibility

All time spent in the facility during a review is considered monitoring-related.

Non Monitoring-related activities include:

- Facility eligibility: day care home tiering determinations, facility licensing status, facility applications and agreements
- Program outreach: recruitment/retention activities
- Initial and annual training
- Technical assistance: if provided over phone
- Claims processing
- Enrollment paperwork

If you have questions, please call the CACFP office at (517) 373-7391.